



CONFIDENTIAL

CITY OF HUEYTOWN, ALABAMA BUSINESS LICENSE APPLICATION

City of Hueytown, Revenue Division, 1318 Hueytown Road, Hueytown, AL 35203

www.hueytownal.gov -- Phone: 205-491-7010 -- Fax: 205-491-8793 -- cityhall@hueytownal.gov

Full Legal Name of Business: \_\_\_\_\_

DBA/Location Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (No PO Boxes): \_\_\_\_\_

Telephone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Location: \_\_\_ Inside City Limits \_\_\_ Outside City Limits

Please describe business activities within the City of Hueytown in detail (e.g. method of sale, method of delivery, type of product and/or service): \_\_\_\_\_

Does company rent or lease goods? \_\_\_ Yes \_\_\_ No Date business began in Hueytown: \_\_\_\_\_

If you lease Equipment or tangible property from others, provide the name and address of lessor and the type of equipment or tangible property leased: \_\_\_\_\_

Form of Organization: \_\_\_ 1 - Corporation \_\_\_ 2 - Partnership \_\_\_ 3 - Proprietorship (Individual) \_\_\_ 4 - Professional Association \_\_\_ 5 - Other (describe) \_\_\_\_\_

Type of Business: \_\_\_ 1 - Manufacturing \_\_\_ 2 - Contractor \_\_\_ 3 - Wholesale \_\_\_ 4 - Retail \_\_\_ 5 - Other

Number of Employees in Hueytown: \_\_\_\_\_ Federal Employer ID# \_\_\_\_\_

State of Alabama Sales Tax #: \_\_\_\_\_ State of Alabama Lease Tax #: \_\_\_\_\_

Give Full Name, titles and residence address of all Owner, Partners, or Corporate Officers:

Table with 3 columns: NAME, TITLE, RESIDENCE or ADDRESS

(Attach additional pages if needed)

- AUTOMOBILE DEALERS, BARBERS, BEAUTICIANS, MASSAGE THERAPISTS AND CONTRACTORS MUST INCLUDE A COPY OF STATE CERTIFICATION.
RESTAURANT OWNERS MUST PROVIDE CURRENT HELATH DEPARTMENT CERTIFICATE.
IF YOU SELL ALCOHOL, YOU MUST PROVIDE A COPY OF YOUR CURRENT ABC LICENSE.

THE CITY CANNOT ISSUE OR RENEW YOUR LICENSE WITHOUT THIS INFORMATION.

I HEREBY CERTIFY THAT ALL INFORMATION/STATEMENTS HEREIN ARE TRUE/CORRECT.

Signature of Applicant, Title and Phone Number \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

NAICS Codes: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

\_\_\_ Received All Required Certificates \_\_\_\_\_

\_\_\_ Zoning Approval (if required) \_\_\_ Council Approval (if required) \_\_\_ Background Check Received (if required)

Transfer of Ownership \_\_\_ Yes \_\_\_ No If yes, Bill of Sale Copy Received \_\_\_ Application Approved By: \_\_\_\_\_

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- COMPLETE ALL AREAS OF THE FORM EXCEPT FOR AREA DESIGNATED "FOR OFFICE USE ONLY".
- FORM SHALL BE TYPED OR PRINTED LEGIBLY.
- FORM SHALL BE DATED AND SIGNED BY AN OWNER, PARTNER OR OFFICER OF THE BUSINESS.
- THE COMPLETED FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY.
- USE THE BUSINESS ADDRESS IF THE BUSINESS IS LOCATED WITHIN THE MUNICIPALITY.
- EACH BUSINESS LOCATION WITHIN THE MUNICIPALITY REQUIRES A SEPARATE COMPLETED FORM.
- THE COMPLETED SIGNED FORM CAN BE DELIVERED IN PERSON, MAILED, FAXED OR SENT BY ELECTRONIC MAIL TO THE CITY OF HUEYTOWN.
- UPON RECEIPT OF THE COMPLETED FORM THE CITY OF HUEYTOWN MAY PROVIDE ADDITIONAL FORMS AND/OR INFORMATION REGARDING OTHER REQUIREMENTS WHICH MAY BE RELEVANT TO THE TYPE OF BUSINESS ACTIVITY IN ORDER TO COMPLETE THE LICENSING PROCESS.

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND BECOME DELINQUENT AFTER JANUARY 31 WITH THE FOLLOWING EXCEPTIONS:

- INSURANCE COMPANY LICENSE DUE JANUARY 1 BECOMING DELINQUENT AFTER MARCH 1.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with the municipality concerning their activities within the City of Hueytown. A business license will be required prior to engaging in business activity. Typically there are Zoning and Building Code approvals required for businesses with a physical location within the City.

In certain instances, a business may simply be required to register with the City to create a mechanism for the reporting and payment of any tax liabilities. If the is the case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business within the City. Any prerequisites for a type and location of the business must be satisfied prior to licensing.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.